Select Board Review of Town Governance Study Committee Recommendations

Select Board Meeting

September 26, 2022

General Process

1) We have identified the implementing stakeholders for each recommendation
   - Select Board – policy actions
   - Town Manager – administrative actions
   - Town Meeting – legislative actions

2) Consider Town Manager- and Select Board-implemented recommendations first

3) Consider recommendations requiring Town Meeting approval based on level of complexity
   - Tier 1 (Short-Term) –2023 Annual Town Meeting
   - Tier 2 (Long-Term) –2024 Annual Town Meeting

Specific Timeline

Form of Government:
- September 26 – Approve process
- October 3 – Dedicated opportunity for public input
- October 17 – Deliberation and vote by board

By December 31, 2022:
- Consider recommendations requiring Select Board implementation
- Consider recommendations requiring Town Manager implementation

Specific Timeline

By January 27, 2023:

- Consider "tier 1" recommendations requiring 2023 Town Meeting implementation

Summer and Fall 2023:

- Consider "tier 2" recommendations requiring 2024 Town Meeting implementation

Select Board-Implemented Recommendations: Executive Policy

Select Board-Implemented Recommendations	Date
Prohibit Events on Town & School Property During Town Meeting Sessions	11/7
Share civics information with residents through inserts included in excise tax bills	
Require Town Manager to propose long-term, financially sustainable fiscal planning and forecasting be proposed to the Select Board	
Require that the Town Manager or his/her designee periodically report to the Select Board on the state of and improvements to the Town's business processes	

Town Manager-Implemented Recommendations: Administrative

Town Manager- Implemented Recommendations	Date
Pre-Town Meeting Discussion of Articles	11/21
Provide Town Meeting Education Resources	
Provide Welcome Packets to New Residents	
Explore and Monitor _Remote_ (not in-person) Electronic Voting	
For appointed board members, as an alternative to fixed term limits, evaluate incumbents in comparison to other applicants	
Dedicate a staff person to coordinate internal and external communication	

Town Manager-Implemented Recommendations: Administrative

Town Manager- Implemented Recommendations	Date
Aggressively advertise the News Flash service	11/21
Provide a regular digest to residents conveying information about the administration and public bodies	
Tag website videos of public body meetings to allow residents to quickly find portions of meetings	
Launch "Citizens Academy"	
Boards and committees should live-stream and broadcast their meetings, and take public comment from remote participants	
Coordinate reviews by Town public bodies with respective jurisdictions and approvals to allow an efficient permitting/licensing process	

Town Meeting-Implemented Recommendations: Legislative

2023 Town Meeting-Implemented Recommendations	Date
Adopt in-person electronic voting	December 12, 2022
Promote Civil, Honest, and Efficient Debate at Town Meeting	
Expand the Board of Health from three to five members	&
Remove the residency requirement for the Town Manager	January 2023

Town Meeting-Implemented Recommendations: Legislative

2024 Town Meeting-Implemented Recommendations	Date
Encourage Pre-Submission of Town Meeting Article Amendments	Summer & Fall 2023
Select Board confirm only appointments for the following positions: Deputy Town Manager, Police Chief, Fire Rescue Chief, and Finance Director	
Conduct Annual Town Election at its current time of year but change the effective-date for office-taking to be after Annual Town Meeting	
Adopt a recall mechanism with high thresholds for calling a recall election	